

Job Hunter Facilitation Training

Course Description:

Facilitation curriculum includes presentation skills, role of the facilitator, resources, creating a learning environment, adult learning theory, and use of classroom equipment. Also includes review of the Job Hunter Workshop modules: Orientation to Work Source Services, Skills and Abilities Analysis, Job Search Strategies, Perfecting Applications, Effective Resumes and Cover Letters, and Interviewing Techniques.

Audience: WorkSource employees who facilitate the Job Hunter Workshop Series

Objectives: List services offered in WorkSource Offices.
Explain Labor Market Information
Demonstrate how to complete an employment application
Explain the purpose and types of resumes
Demonstrate interviewing techniques
Deliver a 15-minute presentation on Job Search Techniques using adult learning theory

Authorization: Administrators and supervisors manage employee registration, travel arrangements, and work schedules.

Prerequisites: None

Refreshments/Meals: On your own

Special Needs: Notify us at: [ESD GP ECDD Training Academy](#) if you need an accommodation.

Registration: Contact us at: [ESD GP ECDD Training Academy](#) to register. Include employee name(s), contact information (phone, fax, and e-mail), office location, supervisor, job title, length of employment with ESD, and dates of attendance. Confirmation will be sent with directions, map, and parking pass five days prior to the start of training.

Class Size: Class limited to 15 participants

Schedule

Date & Time	Location	Last Day to Register	Instructor
April 5 - 9, 2010 08:30 - 4:30 daily CLASS FULL	6224 6 th Ave SE, Rowe Six Building Room 100 Lacey WA. 98503	15 March 2010	ECDD Training Academy Staff
Available on request			